

AGENDA ITEM 9Consider transferring an oak desk from Juvenile Services to Auditor's Office.Moved: **Commissioner Limmer**Seconded: **Judge Doerfler**

Motion: To approve transfer of an oak desk from Juvenile Services to the Auditor's Office.

Vote: 4 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUSDATE 11/19/02

The following fixed asset is to be: (Circle one)

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

QuantityDescriptionModelSerial #

<u>1</u>	<u>OAK Desk</u>		

Transferred Asset:

FROM (Transferor): Juvenile ServicesTO (Transferee): Auditor

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

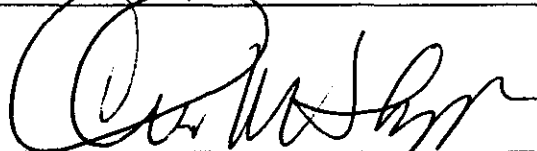
Donated Asset:

Fair Market Value: _____


FROM (Donor): _____

TO (Recipient): _____

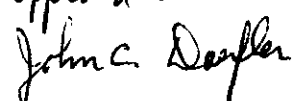
The Donor requests that this fixed asset be added to the Recipient's inventory.



 Transferor/Donor – Elected Official/Department Head



 Transferee/Recipient – Elected Official/Department Head

approved 11-19-02


AGENDA ITEM 10

Consider transferring an office chair and computer software from Auditor's Office to auction.

Moved: **Commissioner Limmer**

Seconded: **Judge Doerfler**

Motion: To approve transfer of an office chair and computer software from the Auditor's Office to the auction.

Vote: 4 - 0

< Attachment >

CHANGE OF FIXED ASSET STATUS

DATE 11/12/02

The following fixed asset is to be: (Circle one)

TRANSFERRED

SOLD

DISPOSED

DONATED

Fixed Asset:

Quantity	Description	Model	Serial #
1	Adaptec 7800 Family Manager Software		495115-01
1	ProComm Plus Software		PP0333369
1	Cheyenne's Disaster Recovery		10368338
1	Microsoft Office 97		4490-1456282
4	Microsoft Windows 95	30097-OEM-0027131-23910 26197-OEM-0025086-74544 26197-OEM-0025086-67545 10597-OEM-0021477-87079	
1	Microsoft Windows NT Server	07197-OEM-0019972-98884	
1	Office chair	TAJ# 106951	

Transferred Asset:

FROM (Transferor): Auditor

TO (Transferee): Auction

The Transferor requests that this fixed asset be removed from the inventory for his/her office and placed in the inventory for the Transferee's office as of the date shown above.

Donated Asset:

Fair Market Value: _____

FROM (Donor): _____

TO (Recipient): _____

The Donor requests that this fixed asset be added to the Recipient's inventory.

[Signature]
Transferor/Donor – Elected Official/Department Head

Transferee/Recipient – Elected Official/Department Head

approved 11-19-02
John C. Doerfler